



KING COUNTY
CIVIL CASE SPECIALIST
KING COUNTY SUPERIOR COURT/FAMILY COURT OPERATIONS
Hourly Rate Range: \$17.91 – \$22.73
Job Announcement: 04GF4668
OPEN: 10/13/04 CLOSE: 10/27/04

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: King County Courthouse, downtown Seattle. Incumbent may be required to work at other court locations.

WORK SCHEDULE: This is a full-time position working 35 hours per week. Work schedule is Monday through Friday, 8:30 a.m. to 4:30 p.m.

PRIMARY JOB FUNCTIONS INCLUDE: The Civil Case Specialist provides administrative assistance to UFC judges and Family Court Operations Management. The responsibilities of this position include:

- Assisting the judge and UFC case manager by coordinating the court calendars.
- Scheduling status conferences, pre-trial hearings and trials.
- Monitoring case status from filing to disposition.
- Maintaining court files and confidential pre-trial documents (working papers, briefs and court orders).
- Maintaining a database using computer and data management software.
- Working closely with attorneys, litigants, court personnel and the public.
- Draft orders for UFC case managed cases.

Other responsibilities include attending brokerage meetings for case reassignment, sending out notices, issuing trial schedules, following up with attorneys and pro se litigants on status of cases, composing routine memoranda and correspondence, answering telephones and performing other tasks as directed.

QUALIFICATIONS: A high school diploma or general equivalency diploma (GED) and four years experience in court procedures and processes; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must be able to interact effectively with a wide range of people in a professional manner. Must possess excellent communication skills, have a working knowledge of court procedures and operations, and be familiar with State Court Rules and King County Local Rules. Also required are demonstrated experience and knowledge of computer software applications, including windows applications and database management. Must be organized, flexible, dependable, and courteous. Must have the ability to work independently, and must be a team player.